

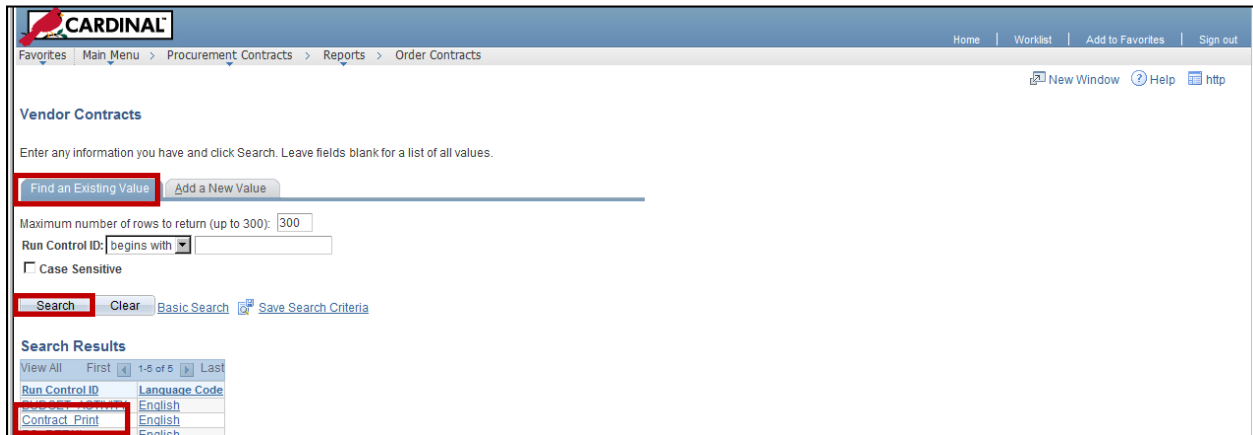
About Contract Print/Dispatch:

Users with the role of Contract Administrator have the ability to print procurement contracts for the record. Users without this role are not able to print contracts. The **Print** contract function provides users with a hard copy contract for the file. The **Dispatch** contract function provides users with a hard copy contract for signature, when printed.

NOTE: A Run Control is required. Refer to **NAV 220 INTRO TO REPORTING** to add or search for a run control.

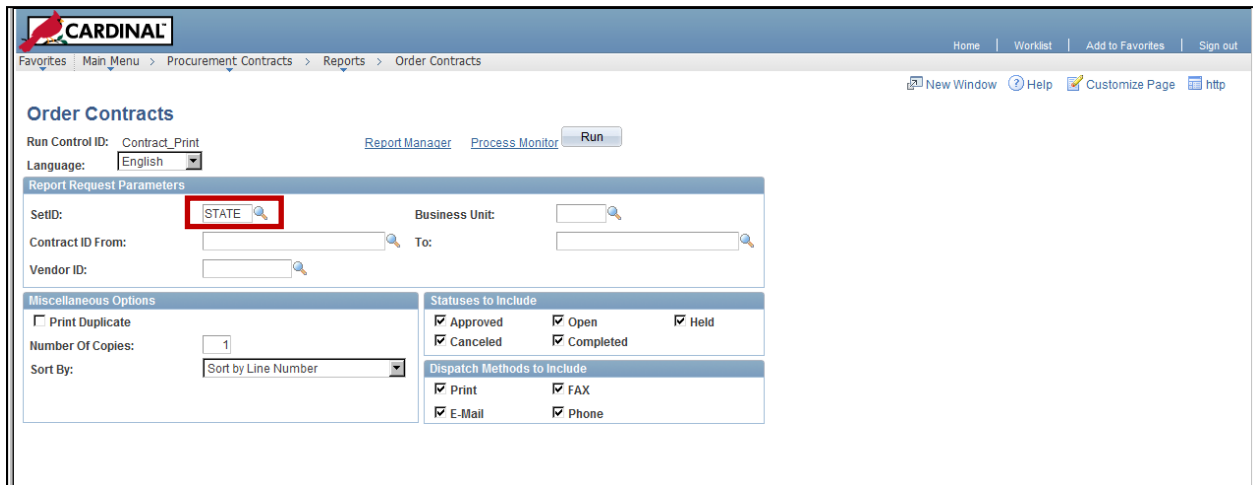
Printing a Copy

- 1 Navigate to **Main Menu > Procurement Contracts > Reports > Order Contracts**.



The screenshot shows the 'Vendor Contracts' search page in the CARDINAL application. The breadcrumb trail is 'Main Menu > Procurement Contracts > Reports > Order Contracts'. The 'Find an Existing Value' tab is selected. The 'Search' button is highlighted. The 'Search Results' table shows 'Contract_Print' as the selected Run Control ID.

- 2 Click the **Find an Existing Value Tab** and click **Search**.
- 3 Select the **Run Control ID** that you wish to use.



The screenshot shows the 'Order Contracts' report configuration page in the CARDINAL application. The 'Run Control ID' is set to 'Contract_Print'. The 'Language' is set to 'English'. The 'SetID' is set to 'STATE'. The 'Run' button is highlighted.

- 4 Ensure the **SetID** is set to **STATE**.

Contract Print/Dispatch Instructions

CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts > Reports > Order Contracts

New Window ? Help Customize Page http

Order Contracts

Run Control ID: Contract_Print Report Manager Process Monitor **Run**

Language: English ▼

Report Request Parameters


SetID: STATE Business Unit:

Contract ID From: 00000000000000000000000041816 To: 00000000000000000000000041816

Vendor ID:

Miscellaneous Options	Statuses to Include	Dispatch Methods to Include
<input type="checkbox"/> Print Duplicate Number Of Copies: 1 Sort By: Sort by Line Number ▼	<input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Held <input checked="" type="checkbox"/> Canceled <input checked="" type="checkbox"/> Completed	<input checked="" type="checkbox"/> Print <input checked="" type="checkbox"/> FAX <input checked="" type="checkbox"/> E-Mail <input checked="" type="checkbox"/> Phone

- 5 Enter the **Contract ID From:** number. **Note:** the **To:** will auto fill.
- 6 Click on the **Run** button



[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#) > [Procurement Contracts](#) > [Reports](#) > [Order Contracts](#)

[New Window](#) [Help](#) [Customize Page](#) [http](#)

Process Scheduler Request

User ID: MIKE.HALL

Run Control ID: Contract_Print

Server Name:

Run Date: 08/19/2013

Recurrence:

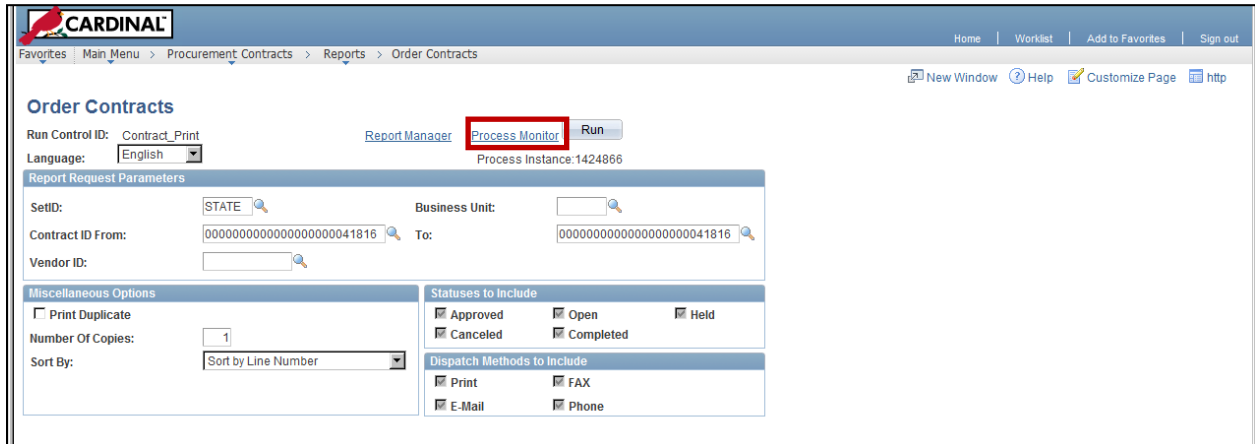
Run Time: 9:36:11AM

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Vendor Contract Dispatch/Print	POCNT100	SQR Report	Web <input type="text"/>	PDF <input type="text"/>	Distribution

- 7** Ensure the **Process Name** is selected/checked and click **OK**

Contract Print/Dispatch Instructions



Order Contracts

Run Control ID: Contract_Print [Report Manager](#) **Process Monitor** [Run](#)

Language: English Process Instance: 1424866

Report Request Parameters

SetID: STATE Business Unit: Contract ID From: 00000000000000000000000041816 To: 00000000000000000000000041816 Vendor ID:

Miscellaneous Options

☐ Print Duplicate Number Of Copies: 1 Sort By: Sort by Line Number

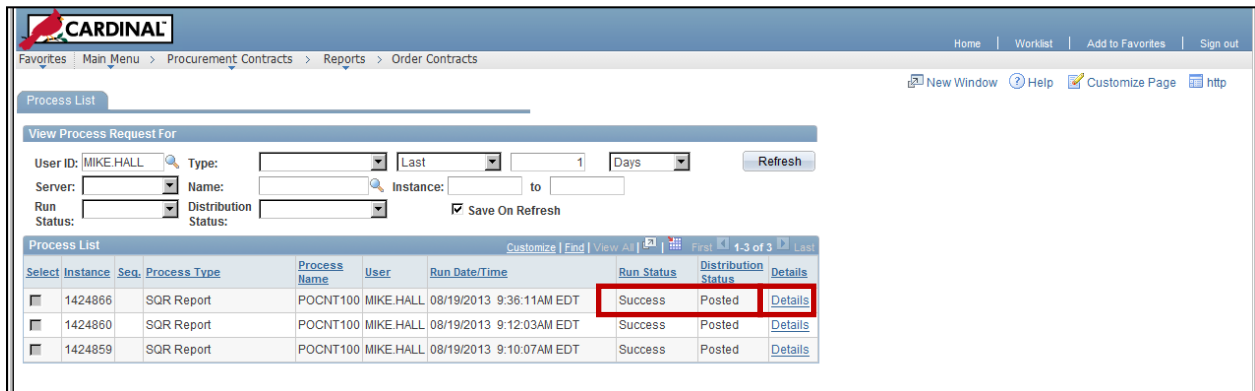
Statuses to include

☒ Approved ☒ Open ☒ Held
☒ Canceled ☒ Completed

Dispatch Methods to include

☒ Print ☒ FAX
☒ E-Mail ☒ Phone

8 Click on the **Process Monitor** hyperlink.



Process List

View Process Request For

User ID: MIKE HALL Type: Last 1 Days Refresh

Server: Name: Instance: to Run Status: Distribution Status: ☒ Save On Refresh

Select	Instance	Seq	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input checked="" type="checkbox"/>	1424866		SQR Report	POCNT100	MIKE.HALL	08/19/2013 9:36:11AM EDT	Success	Posted	Details
<input checked="" type="checkbox"/>	1424860		SQR Report	POCNT100	MIKE.HALL	08/19/2013 9:12:03AM EDT	Success	Posted	Details
<input checked="" type="checkbox"/>	1424859		SQR Report	POCNT100	MIKE.HALL	08/19/2013 9:10:07AM EDT	Success	Posted	Details

Once the **Instance** status shows **Success** and **Posted**

9 Click the **Details** hyperlink.



Procurement Job Aid

Contract Print/Dispatch Instructions

Process Detail

Process

Instance: 1424866 Type: SQR Report
Name: POCNT100 Description: Vendor Contract Dispatch/Print
Run Status: Success Distribution Status: Posted

Run **Update Process**

Run Control ID: Contract_Print
Location: Server
Server: PSUNX3
Recurrence:

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☐ Delete Request
☐ Restart Request

Date/Time **Actions**

Request Created On: 08/19/2013 9:36:26AM EDT [Parameters](#) Transfer
Run Anytime After: 08/19/2013 9:36:11AM EDT [Message Log](#)
Began Process At: 08/19/2013 9:36:45AM EDT [Batch Timings](#)
Ended Process At: 08/19/2013 9:36:59AM EDT [View Log/Trace](#)

10 Click on the **View Log/Trace** hyperlink.

View Log/Trace

Report

Report ID: 5793499 Process Instance: 1424866 [Message Log](#)
Name: POCNT100 Process Type: SQR Report
Run Status: Success

Vendor Contract Dispatch/Print

Distribution Details

Distribution Node: finsit Expiration Date: 09/18/2013

File List

Name	File Size (bytes)	Datetime Created
SQR_POCNT100_1424866.log	1,873	08/19/2013 9:36:59.724577AM EDT
pocnt100_1424866.PDF	28,297	08/19/2013 9:36:59.724577AM EDT
POCNT100-1424866-08192013	179	08/19/2013 9:36:59.724577AM EDT


Distribute To

Distribution ID Type ***Distribution ID**

User: MIKE HALL

11 Click on the **PDF.** hyperlink.


Contract Print/Dispatch Instructions

CONTRACT				Dispatch via Print			
	VA Dept of Transportation						
	VDOT Central Office			Contract ID			
	1201 E Broad St			Version 1			
	Richmond VA 23219			Page 1 of 8			
	USA			Contract Dates			
			07/19/2013 to 07/18/2014		Currency	Rate Type	Rate Date
			USD		CRRNT	PO Date	
			Description:		Contract Maximum		
			Stone		0.00		
			Contract Officer Name		Phone		
			Huddins, Caroline S. (VDOT)		804/786-2725		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Vendor ID 0000033093</p> <p>LL Carter & Son Inc</p> <p>Peggy Shead</p> <p>17460 Countyline Church Road</p> <p>VA10051504</p> <p>EVAAD227786</p> <p>Ruther Glen VA 22546</p> <p>USA</p> </div> <div style="width: 50%; text-align: center;"> <p>6903803898</p> </div> </div>							
THIS CONTRACT IS A RESULT OF IFB 151142.							
INVOICE TO: VDOT, ALICE NELSON, 1027 GENERAL FULLER HWY., SALUDA, VA 23149							
CONTRACT ADMINISTRATOR - MARC KEENAN - 804-758-2322 EXT. 114							
SOURCE OF MATERIAL - MARTIN MARIETTA							
PHONE # TO PLACE ORDERS - 804-448-3994							
Contract Lines:							
Line #	Item ID / Category	Item Desc	UOM	Minimum Order Qty	Amt	Maximum / Open Qty	Amt
1	7503532045	STONE NO. 8, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing 28.33000		LTN	MAIN			
	Material to be delivered to VDOT - Gloucester AHQ. 7048 Warehouse Landing Road Gloucester, VA 23061.						
2	7503532225	STONE NO. 68, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing 26.32000		LTN	MAIN			
	Material to be delivered to VDOT - Gloucester AHQ. 7048 Warehouse Landing Road Gloucester, VA 23061.						
3	7503532250	STONE NO. 78, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing 27.33000		LTN	MAIN			

12 The contract document is displayed and available for save or print.

Dispatch a Contract for Signature:

- 1** Navigate to **Main Menu > Procurement Contracts > Dispatch Contracts**.



CARDINAL

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Procurement Contracts > Dispatch Contracts

New Window ? Help http

Dispatch Vendor Contracts

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Add a New Value

Maximum number of rows to return (up to 300):

Run Control ID:

begins with

☐ Case Sensitive

Search

Clear

Basic Search

Save Search Criteria


Search Results

View All First 1-7 of 7 Last

Run Control ID
BUDGET_ACTIVITY
Contract_Print
DISPATCH
PO_DETAIL
PRINT_CONTRACT2
PS_PO_DISPATCH_DEFAULT
RECEIVE_REPORT

Find an Existing Value | Add a New Value

- 2 Click the **Find an Existing Value Tab** and click **Search**.
- 3 Select the **Run Control ID** that you wish to use.


CARDINAL

[Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[Favorites](#) | [Main Menu](#) > [Procurement Contracts](#) > [Dispatch Contracts](#)

[New Window](#) | [Help](#) | [Customize Page](#) | [http](#)

Dispatch Contracts

Run Control ID: DISPATCH
[Report Manager](#)
[Process Monitor](#)

Language: English
☒ Specified
☐ Recipient's

Process Request Parameters

SetID: STATE Business Unit:
Contract ID: 00000000000000000000000041816
Vendor ID:
Fax Cover Page:

Dispatch Methods to Include

☒ Print
☒ FAX
☒ E-Mail
☒ Phone

Miscellaneous Options

☐ Test Dispatch
☐ Print Duplicate
☐ Print Copy

- 4 Ensure the **SetID** is set to **STATE**.
- 5 Enter **Contract ID** and repeat Steps 6 through 11 (above).

Contract Print/Dispatch Instructions

CONTRACT



VA Dept of Transportation

VDOT Central Office
1201 E Broad St
Richmond VA 23219
USA

Vendor ID 0000033093
LL Carter & Son Inc
Peggy Snead
17460 Countyline Church Road
VA10051504
EVAAD227786
Ruther Glen VA 22546
USA

2095017869

THIS CONTRACT IS A RESULT OF IFB 151142.

INVOICE TO: VDOT, ALICE NELSON, 1027 GENERAL PULLER HWY., SALUDA, VA 23149

CONTRACT ADMINISTRATOR - MARC KEENAN - 804-758-2322 EXT. 114

SOURCE OF MATERIAL - MARTIN MARIETTA

PHONE # TO PLACE ORDERS - 804-448-3994

Dispatch via Print

Contract ID	Version	Page
00000000000000000000000041816	1	1 of 8
Contract Dates	Currency	Rate Type
07/19/2013 to 07/18/2014	USD	CRRT
Description:	Contract Maximum	
Stone	0.00	
Contract Officer Name	Phone	
Hudgins, Caroline S. (VDOT)	804/786-2725	

Contract Lines:

	Item ID /			Minimum Order		Maximum / Open	
Line #	Category	Item Desc	UOM	Qty	Amt	Qty	Amt
1	7503532045	STONE NO. 8, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing	28.33000	LTN		MAIN		
	Material to be delivered to VDOT - Gloucester AHQ. 7048 Warehouse Landing Road Gloucester, VA 23061.						
2	7503532225	STONE NO. 68, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing	26.32000	LTN		MAIN		
	Material to be delivered to VDOT - Gloucester AHQ. 7048 Warehouse Landing Road Gloucester, VA 23061.						
3	7503532250	STONE NO. 78, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing	27.33000	LTN		MAIN		
	Material to be delivered to VDOT - Gloucester AHQ. 7048 Warehouse Landing Road Gloucester, VA 23061.						
4	7503532090	STONE NO. 21B, STONE	LTN	0.01	0.00	0.00	0.00
	Pricing Agreement:	Pricing Date: Pricing Quantity: Quantity Type:	PO Date PO Date Quantity To Date				
	Contract Base Pricing	20.63000	LTN		MAIN		
	Material to tailgate spread on project located at Route 663 off of Route 629 in Gloucester County.						

Final = The price is final after adjustments
Hard = Apply adjustments regardless of other adjustments
Skip = Skip adjustments if any other adjustments have been applied

Authorized Signature

- 6** The contract document is displayed and available for save or print.